



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200622

POSITION: Assistant Commissioner - Operations

LOCATION: Commissioner's Office
200 Piedmont Avenue, 18th Floor
Atlanta, GA 30334

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: Senior Executive pay plan

PAY GRADE SALARY RANGE: Salary commensurate with qualifications and experience

GENERAL DESCRIPTION: The Department of Administrative Services is seeking an Assistant Commissioner to oversee the agency's administrative sections of Fiscal Services, IT, and Human Resources. The Assistant Commissioner will also provide oversight to the agency's program areas of Risk Management Services, Surplus Property, and Support Service. Responsibilities will include budget management, involvement in high profile initiatives to include serving as the Executive Sponsor of the Enterprise Asset Management Program and as the agency's Customer Service Champion, and implementation of an executive dashboard summary for the agency's key performance indicators. The Assistant Commissioner will also be responsible for implementing sound business practices to include best practices and leading edge solutions in these operational and program areas of the agency.

Required Skills and Abilities

- Strong oral and written communications and presentation skills
- Strong leadership skills
- Strong organizational skills
- Demonstrated ability to identify and set best practices, guidelines, and processes.
- Demonstrated ability to effect broad change within organizations.

MINIMUM QUALIFICATIONS: Completion of an undergraduate degree in Business Administration, Public Administration, or a related field

AND

Six (6) years of managerial experience that included demonstrated responsibility in developing and implementing complex policies, change management, and strategic business practices in a large organization.

PREFERRED QUALIFICATIONS: Preference will be given to those applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in Business Administration or Public Administration
- Management of an IT, HR, Fiscal Services, or program area function in a large business entity